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certification guide

FOR CHILD CARE STAFF

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This guide was printed May 2007. Any updates to this guide will be posted on our website at www.child.gov.ab.ca/staffquals.

definition of terms

The Alberta Child Care Staff Certification Office
(Also known as the Day Care Staff Qualifications Office)

The provincial government office responsible for certifying child care staff in Alberta.

Early Childhood Education (ECE)
Early Childhood Development (ECD)
Early Childhood Education and Development (ECED)
Early Learning and Child Care (ELCC)

All four terms refer to the field of study that focuses on preschool children (up to six years of age). They are used interchangeably by colleges and universities.

Official (Original) Transcript

A document issued by an educational institution that lists the courses taken by a student. It must show the original seal and/or signature of the registrar and must not be a fax or photocopy.

Post-secondary Education

Education completed after 12 years of primary and secondary schooling.

Program Director

The person on staff at a day care centre who is responsible for the daily supervision of the other staff, the children's program and the centre's compliance with the regulations and licensing policies of Alberta's *Child Care Regulation*.

Qualification Certificate

The official document issued by the Alberta Child Care Staff Certification Office to a person who meets the training standards.

Training Requirements

The level and number of trained staff members that a day care centre must have to meet Alberta's *Child Care Regulation*.

Training Standards

The educational training in early childhood development that a person must have to be eligible for certification at one of the three levels.

THE importance OF certification

Children's experiences during their first five years are crucial to their lifelong learning. Parents and other caregivers play a key role in children's early years. With knowledge of early childhood development, they can maximize each child's social, physical, intellectual, creative and emotional growth.

Through their training in the field of early childhood education, professional caregivers play a vital role in the quality of care children receive. They are also a valuable asset to the families and child care programs they serve.

Certification is the process used by Alberta Children's Services to review professional caregivers' educational training and to determine their eligibility towards one of the three levels of certification.

Effective May 1, 2007, a criminal record check, including a vulnerable sector search, will be part of the staff certification and re-certification process. This requirement is intended to improve the safety, care, and supervision of children by ensuring caregivers with criminal records are not certified.

training requirements

FOR LICENSED DAY CARE CENTRES

All primary staff who are going to work directly with children in a licensed day care centre must be certified (or exempted) before they provide direct care to children.

The primary staff of a licensed day care centre must be certified as follows.

- All program directors must hold a Level 3 certificate (or exemption).
- All alternate program directors must hold a Level 2 certificate (or exemption).
- One in every four primary staff working directly with children between the hours of 8:00 a.m. and 4:30 p.m. must hold at least a Level 2 certificate (or exemption).
- All other primary staff working directly with children at any time of day must hold a Level 1 certificate (or exemption).

Please refer to the *Child Care Regulation* and the *Licensing Standards and Best Practices in Child Care* for additional information. These documents can be found at licensed day care centres, your regional Child and Family Services Authority, the Government of Alberta website (www.gov.ab.ca) or the Queen's Printer bookstore (www.qp.gov.ab.ca).

criminal record check

Effective May 1, 2007, the *Child Care Regulation* requires all individuals applying for child care staff certification and re-certification to submit a criminal record check, including a vulnerable sector search, to the Alberta Child Care Staff Certification Office before a decision is made regarding certification.

The criminal record check, including a vulnerable sector search, must be **not more than six months old**. The cost of the criminal record check, vulnerable sector search and fingerprinting (if required by the police or RCMP) are the responsibility of the individual.

An optional form, "Criminal Record Check including a Vulnerable Sector Search Request for Child Care Certification," is located in the centre of this booklet and on the Alberta Children's Services website (www.child.gov.ab.ca/staffquals). It can be taken to the police/RCMP to assist in identifying the type of searches required, who is requesting this information, and why these searches are being requested.

The applicant must receive written evidence from the local police or RCMP that either lists the conviction(s) or indicates that the person has no criminal record **AND** indicates a vulnerable sector search was completed. This original document must be submitted to the Alberta Child Care Staff Certification Office. Based on the information identified by the police or RCMP, the Alberta Child Care Staff Certification Office will determine whether the applicant's criminal history presents a "risk" or "no risk" to children.

The Alberta Child Care Staff Certification Office will not certify any person with a criminal record that could pose risk to children. The review will check to ensure the offense is not related to violence, endangerment, neglect, aggression, assault and/or sexual acts. Additional information about criminal record checks is located on the Alberta Child Care Staff Certification website (www.child.gov.ab.ca./staffquals). In all circumstances, the original criminal record check, including the vulnerable sector search, will be returned to the individual.

All certified staff who request or apply for a higher level of certification must submit a recent criminal record check, including a vulnerable sector search, prior to a new certificate being issued. If the person is deemed to pose a risk to children, based on the written outcome from the police or RCMP, any certification previously issued will be cancelled.

Staff previously certified do not have to submit a criminal record check, including a vulnerable sector search to the Alberta Child Care Staff Certification Office. Also, a criminal record check including a vulnerable sector search is not required when the day care centre is requesting a staff qualification exemption.

The provincial licensing standards and best practices for child care programs also *remain in effect*. These standards require the employer to conduct criminal record checks on all new employees (including individuals with a staff qualification exemption), volunteers and anyone over 12 years of age who work in a licensed day care centre, nursery school, school-age child care centre, drop-in centre and contracted family day home agency, and who have the opportunity to be in direct and regular contact with children.

training standards
FOR CERTIFICATION

Assessments for certification are based on formal educational training directly related to Early Childhood Education (ECE). In accordance with the *Child Care Regulation*, related child care work experience is NOT considered in the certification assessment.

LEVEL 1 IS ISSUED WHEN

- a person has completed the Alberta Orientation Course or equivalent post-secondary coursework of at least 45 hours related to ECE.

LEVEL 2 IS ISSUED WHEN

- a person has completed a one-year ECE certificate program offered by an Alberta public college, or an equivalent level of training.

LEVEL 3 IS ISSUED WHEN

- a person has completed a two-year ECE diploma program offered by an Alberta public college, or an equivalent level of training.

EQUIVALENCIES CHART FOR LEVEL 2 & 3 CERTIFICATION

Child Development Courses	Programming Courses	Relationships Courses	Practicum	Related Courses
Social development	Introduction to early childhood	Child guidance	Field placement in an early childhood setting	English composition
Physical development	Planning preschool programs	Interpersonal communication		Liberal arts (e.g., introductory psychology/ sociology)
Intellectual development	Learning through play	Child abuse/ neglect		Specialized study (e.g., administration, management)
Creative development	Preschool play experiences	Child/family/ community relations		Out-of-school care
Emotional development	Art	Issues in early childhood education		Elementary education
Language development	Drama	Early childhood professionalism and ethics		
Health, safety and nutrition	Literature/ storytelling			
Observing and recording	Math			
Theories of child development	Social studies			
Infant/toddler development	Music/movement			
Exceptional development	Science/nature			
Minimum number of hours for each subject area are as follows:				
Level 2				
120 hours	145 hours	60 hours	400 hours	45 hours*
Level 3 *(includes Level 2 hours)*				
165 hours	295 hours	180 hours	800 hours	105 hours*
TOTAL HOURS				
Level 2		770 hours		
Level 3		1545 hours		

Note: Cultural and ethnic diversity must be part of all early childhood courses.

**Must complete at least one college-level English course.*

early childhood

TRAINING PROGRAMS IN ALBERTA

In Alberta, public colleges and private vocational schools offer courses in Early Learning and Child Care (ELCC) that lead to Level 2 and 3 certification. ELCC certificate and diploma programs are available via teleconferencing, classroom study, online, and distance delivery. A 45-hour Early Childhood Education (ECE) course taken at a public college will lead to Level 1 certification. Please refer to the list of Alberta Public Colleges and Private Vocational Schools on pages 10 and 11 for contact information regarding ECE programs.

LEVEL 1 ORIENTATION COURSE FOR CHILD CARE STAFF

The Level 1 Orientation Course was developed by Alberta Children's Services in partnership with early childhood professionals and educators. The course is copyrighted by the Government of Alberta. Alberta Children's Services partners with Alberta public colleges and private early childhood educators to deliver the Level 1 Orientation Course at various locations throughout Alberta at no cost to the student. A self-study (correspondence/distance learning) version of this course is also available at no cost for individuals who do not live in cities where the classroom version is offered.

Please contact the Alberta Child Care Staff Certification Office (toll-free at 1-800-661-9754) or visit the Alberta Children's Services website at www.child.gov.ab.ca/staffquals for further information about the Level 1 Orientation Course nearest to you.

Note: Level 1 may also be obtained by completing 45-hours of ECE coursework at an Alberta public college or private vocational school that offers approved ECE programs.

PRIVATE VOCATIONAL SCHOOLS

LICENSED* ECED PROGRAMS FOR CERTIFICATION (IN ALBERTA)

Institution	Program	Address
Blue Quills First Nations College (ST. PAUL)	Early Childhood Development (Level 2 & 3 certification)	P.O. Box 279 St. Paul, AB T0A 3A0 Phone: (780) 645-4455 Toll-free: 1-888-645-4455 www.bluequills.ca
CDI College (EDMONTON)	Basic ECE & Advanced ECE (Level 2 & 3 certification)	9939 Jasper Avenue Edmonton, AB T5J 2W8 Phone: (780) 424-6650 Toll-free: 1-800-273-9456 www.cdicollege.com
Gardner College (CAMROSE)	Early Childhood Development Certificate and Diploma Program (Level 2 & 3 certification)	4704 - 56 Street Camrose, AB T4V 2C4 Phone: (780) 672-0171 Toll-free: 1-888-672-5755 www.gardnercollege.org
Maskwachees Cultural College (HOBBEMA)	Early Childhood Development Certificate and Diploma Program (Level 2 & 3 certification)	Box 960 Hobbema, AB T0C 1N0 Phone: (780) 585-3925 Toll-free: 1-866-585-3925 www.maskwachees.ca

**Note: these programs are licensed under the Private Vocational Schools Act through the Private Vocational Training Branch of Alberta Advanced Education and Technology (Adult Learning Division). Graduates are recognized for certification by the Alberta Child Care Staff Certification Office. Alberta public colleges may not recognize some coursework from private vocational schools as transferable credit courses.*

ALBERTA PUBLIC COLLEGES

EARLY CHILDHOOD PROGRAMS APPROVED FOR LEVELS 2 AND 3 CERTIFICATION

Institution	Program	Address
Bow Valley College (CALGARY)	1-year ECE Certificate 2-year ECE Diploma (Level 2 & 3 certification)	332 - 6 Avenue SE Calgary, AB T2G 4S6 Phone: (403) 410-1400 Toll-free: 1-866-428-2669 www.bowvalleycollege.ca
Grande Prairie Regional College (GRANDE PRAIRIE)	1-year ELCC Certificate 2-year ELCC Diploma (Level 2 & 3 certification)	10726 - 106 Avenue Grande Prairie, AB T8V 4C4 Phone: (780) 539-2944 Toll-free: 1-888-539-4772 www.gprc.ab.ca

Continued...

Alberta Children's Services

Change of Personal Information

Child Care Staff Certification

The information collected on this form will be used for certifying child care centre staff under Section 25 of the Alberta *Child Care Regulation*. The information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Information as Indicated on Your Qualification Certificate

First Name:	Middle Name:	Last Name:

Child Care Staff Certification Registration Number:	Birthdate (yyyy/mm/dd):

Change of Information

Please complete ALL information below and check off the corresponding box(es) reflecting a change to your personal information.

☐ Name change

First Name:	Middle Name:	Last Name:

Alberta Children's Services

Criminal Record Check including a Vulnerable Sector Search Request for Child Care Certification

Child Development Branch

The results of the criminal record check, including the vulnerable sector search, will be used as part of the eligibility assessment for provincial certification with the Child Care Staff Certification Office, Alberta Children's Services. If you have any questions in regards to the collection or use of the information please contact the Child Care Staff Certification Office at 1 800 661 9754 or (780) 422 1119.

Please take this form to your local police/RCMP to request a criminal record check, including a vulnerable sector search.

Part 1 - Applicant Information

The following person is requesting provincial certification under the *Child Care Regulation* to work with preschool children in Alberta.

First Name:	Middle Name:	Last Name:

Current Address (include apartment #):

City/Town:	Postal Code:	Date (yyyy/mm/dd)

Part 2 - Police Information

Required for: Alberta Children's Services, Child Development Branch
3rd floor, Sterling Place, 9940-106 Street
Edmonton, AB T5K 2N2, 1 (800) 661 9754 or (780) 422 1119

This person has applied for provincial certification to work with preschool children under the *Child Care Regulation*. Due to the

Alberta Children's Services

Application for Child Care Certification

Child Development Branch

The information collected on this form will be used for certifying child care centre staff under section 25 of the Alberta *Child Care Regulation*. The information is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. Your registration number and certification level may be shared with your employer for exemption and claim purposes.

SECTION A: Applicant Information (Please Print)

Surname:	Previous Surname (if applicable):

First Name	Middle Name	Birthdate (yyyy/mm/dd)

Mailing Address (include apt #, street, RR#)

City/Town	Province	Postal Code

Home Phone	Daytime Phone	Place of Employment
( )	( )	

Position

☐ 01 - Director ☐ 02 - Worker ☐ 03 - Support ☐ 04 - Relief ☐ 05 - Volunteer ☐ 06 - FDH Home Visitor ☐ 07 - FDH Provider ☐ 08 - Not Applicable

SECTION B: Education

Please check ✓ all that apply	Name of Certificate / Diploma / Degree	Date Attended From	To	# of Years	School Name	Country
☐ High School (secondary)						
☐ Certificate						

☐ Course						

Attach separate page if necessary

SECTION C: Official Transcripts

Official transcripts are issued by an educational institution and list the courses completed by a student. Official transcripts show the college seal and/or signature of the registrar. **Please note only official transcripts will be accepted for Level 2 and 3 certification.** **(No photocopies)**

☐ Attached (official transcript will be returned to applicant) ☐ To be forwarded directly by educational institution (official transcript **not** returned to applicant)

SECTION D: Criminal Record Check including Vulnerable Sector Search

Effective May 1, 2007, **an original** criminal record check (CRC), including a vulnerable sector search, must be submitted as part of the certification process. The CRC must be dated within six months of the application for certification. A CRC is required upon each initial application, renewal, or when a change in certification level is requested. Your original CRC will be returned to you.

☐ Original CRC Attached ☐ CRC to follow (your application will **NOT** be processed until an original CRC, dated within six months, is submitted)

SECTION E: Declaration

I hereby declare that the information in this application is true, correct and complete in every respect. I authorize the Alberta Child Care Staff Certification Office to verify any information contained in this application.

Signature _____ Date (yyyy/mm/dd) _____

Please attach all necessary information. ***Errors, omissions, or incomplete applications will delay assessment.***

Send completed application to: Child Care Staff Certification Office
Alberta Children's Services
Sterling Place, 9940 - 106 Street
Edmonton AB T5K 2N2
Fax: (780) 427 1258

For more information, call the Child Care Staff Certification Office Toll Free in Alberta: 1 (800) 661 9754
In Edmonton: (780) 422 1119
www.child.gov.ab.ca/staffquals

For Office Use Only

Transcript Received	Exemption Request Received	Date Received (yyyy/mm/dd)
☐ from client ☐ from school ☐ original ☐ copy ☐ Letter sent	☐ Yes ☐ No	

- criminal records and/or convictions of any kind that relate to the person named above; and
- written evidence that a vulnerable sector search has been completed.

If you would like to discuss this criminal record check process, please contact the Child Care Staff Certification Office at the number indicated above.

Part 3 - Information for Applicant on Criminal Record Check and Vulnerable Sector Search

Why do I need a criminal record check including a vulnerable sector search completed?

Under the *Child Care Regulation*, a criminal record check, including a vulnerable sector search, is required as part of the provincial child care staff certification process. This check is one way to ensure preschool children are safe and cared for by someone that has not been criminally convicted of a related offence.

If the search reveals content that identifies a potential risk to children, certification will not be approved. For persons already certified, their certification will be cancelled.

What if I have been pardoned?

If you were pardoned for an offense, this information must be submitted to our office for review.

How much does it cost?

Please contact your local police department or RCMP detachment for the cost of this service. You are responsible for the full cost of the criminal record check including a vulnerable sector search.

How do I get the check done?

Depending upon where you live, take this form to your local police service or RCMP detachment and ask for a criminal record check, including a vulnerable sector search. Make sure you take the necessary identification with you, **including photo ID**. If you are not sure what identification is required, please contact the police or RCMP before you go. A fingerprint verification may be required by the police/RCMP.

A written document will be given to you as a result of the findings.

What do I do with the written documentation?

Once you get the results from the police, you must submit the **original documentation** from the police or RCMP to the Child Care Staff Certification Office. Your application for certification will not be processed unless the original letter is submitted and dated within **six months** of your certification application.

Mailing Address (include apartment #):

City / Town: | Province: | Postal Code:

☐ Home Phone Number Change

Phone Number (include area code):

Please send me a NEW certificate:

☐ Yes ☐ No

Signature

Date *(yyyy/mm/dd)*

Please mail or fax to:

Alberta Children's Services
Child Development Branch
3rd floor, Sterling Place, 9940-106 Street
Edmonton, AB T5K 2N2
1 (800) 661 9754 or (780) 422 1119
Fax (780) 427 1258

Institution	Program	Address
Grant MacEwan College (EDMONTON)	2-year ECD Diploma (Level 2 & 3 certification)	City Centre Campus 10700 - 104 Avenue Edmonton, AB T5J 4S2 Phone: (780) 497-5164 Toll-free: 1-888-497-4622 www.macewan.ca
Keyano College (FORT MCMURRAY)	1-year ELCC Certificate 2-year ELCC Diploma (Level 2 & 3 certification)	8115 Franklin Avenue Fort McMurray, AB T9H 2H7 Phone: (780) 791-4800 Toll-free: 1-800-251-1408 www.keyano.ca
Lakeland College (VERMILLION)	1-year ELCC Certificate 2-year ELCC Diploma (Level 2 & 3 certification)	Vermilion Campus 5707 - 47 Avenue West Vermilion, AB T9X 1K5 Phone: (780) 853-8400 Toll-free: 1-888-661-6490 www.lakelandc.ab.ca
Lethbridge College (LETHBRIDGE)	1-year ECE Certificate 2-year ECE Diploma (Level 2 & 3 certification)	3000 College Drive South Lethbridge, AB T1K 1L6 Phone: (403) 320-3200 Toll-free: 1-800-572-0103 www.lethbridgecollege.ab.ca
Medicine Hat College (MEDICINE HAT)	1-year ELCC Certificate 2-year ELCC Diploma (Level 2 & 3 certification)	299 College Drive SE Medicine Hat, AB T1A 3Y6 Phone: (403) 529-3811 Toll-free: 1-866-282-8394 www.mhc.ab.ca
Mount Royal College (CALGARY)	2-year ELCC Diploma (Level 2 & 3 certification)	4825 Mount Royal Gate SW Calgary, AB T3E 6K6 Phone: (403) 440-6492 www.mtroyal.ab.ca
Portage College (LAC LA BICHE)	Educational Assistant Certificate (Level 2 certification) Educational Assistant Diploma with ELCC major (Level 3 certification) requires letter from Program Chair	Box 417 Lac La Biche, AB T0A 2C0 Phone: (780) 623-5551 Toll-free: 1-866-623-5551 www.portagecollege.ca
Red Deer College (RED DEER)	1-year ELCC Certificate 2-year ELCC Diploma (Level 2 & 3 certification)	Box 5005 Red Deer, AB T4N 5H5 Phone: (403) 342-3400 Toll-free: 1-888-732-4630 www.rdc.ab.ca

applying

FOR CERTIFICATION

The first step is to complete the "Application for Certification" located in the centre of this booklet or on the Alberta Children's Services website (www.child.gov.ab.ca/staffquals). An application is required before any certificate or exemption can be issued.

When your application is received, the Alberta Child Care Staff Certification Office will assign you a registration number. This number is unique to you and remains the same even if your name, certification level and/or status change.

To receive Level 1 certification, a photocopy of transcripts or course completion is required verifying 45 hours of ECE coursework or completion of the Level 1 Orientation Course.

To receive Level 2 or 3 certification, original and official transcripts must be submitted indicating all coursework and completion of any certificate, diploma or degree program in ECE.

If the official transcript is sent directly from the educational institution, instead of attached to your application, please mark this on your application and your application will be kept on file at the Alberta Child Care Staff Certification Office until the document arrives.

Prior to any level of certification being issued, a criminal record check, including a vulnerable sector search, must be submitted to the Alberta Child Care Staff Certification Office. If the results from the police/RCMP reveal any information that could put children at risk, certification will be denied, regardless of your educational credentials.

Note: If you do not meet the minimum requirements for Level 1 certification, an exemption is available when you are registered in the Level 1 Orientation Course or another ECE course from a recognized educational institution. An exemption must be in place if you are not eligible for certification before caring for children in a day care centre. Your day care centre will require you to sign an "Exemption Request Form" and provide a copy of your proof of enrolment or course registration.

The Alberta Child Care Staff Certification Office will contact you if more information about your coursework is needed to complete the assessment.

completing THE application form

SECTION A: APPLICANT INFORMATION

- Please be sure to include your date of birth. It is used to distinguish between applicants who have the same name. As well, your birth date will be used as a personal identifier, so that you will be able to access information about your staff qualification file over the telephone.
- Please notify the Alberta Child Care Staff Certification Office in writing if you move or change your name in order to keep files current. You may mail or fax this information.

SECTION B: EDUCATION AND COURSEWORK COMPLETED

- List all completed educational training, including primary/secondary schooling, post-secondary courses, certificates, diplomas and/or degrees.
- Provide the name and location (city/town, province and country, if outside Canada) of each of the educational institutions you attended. Also include the number of years that you attended each educational institution.

SECTION C: OFFICIAL TRANSCRIPTS

- Send an official transcript (not a photocopy or a faxed copy) for each completed course or program listed in Section B (for Level 2 and 3 certification). A photocopy, fax or statement of grades is sufficient to process Level 1 certification only.
- Transcripts may be attached to the application form or sent directly by the institution.

SECTION D: CRIMINAL RECORD CHECK AND VULNERABLE SECTOR SEARCH

- Effective May 1, 2007, **an original** criminal record check (CRC), including a vulnerable sector search, must be submitted as part of the certification process. The results of the CRC obtained from the police/RCMP must be dated within six months of the application received date for certification. A CRC is required upon each initial application, renewal, or when a change in certification level is requested. Your original CRC will be returned to you.

SECTION E: DECLARATION

- You must sign (in ink) and date your application form.
- By signing the application form, you are stating that the information you provided is true and accurate and the attached documents are authentic.
- Your child care staff certificate will be cancelled if it was issued based on false information. Your signature authorizes the Alberta Child Care Staff Certification Office to contact (if deemed necessary) the educational institutions you attended about your credentials.

reassessment

At any time, you may submit a written request to have your certification and credentials reassessed. Please include a reason why you believe your coursework is eligible for a higher level of certification and submit any additional information that might be useful for the reassessment (i.e., course descriptions, updated official transcript, etc.). If your re-assessment results in a higher level of certification, you will be required to submit a recent criminal record check, including a vulnerable sector search, before a new certificate is issued. Therefore, it is recommended the criminal record check, including a vulnerable sector search, be submitted at the same time as the request for reassessment. This will avoid any delay in issuing a new certificate if approved.

If your reassessment does not result in a higher level of certification, other options are available to you. For example, your credentials could be evaluated by an Alberta public college to determine equivalency to its ECE program, or you could inquire about "challenge exams" or "prior learning assessments" with Alberta public colleges offering ECE programs.

If you have been denied certification based on the results of your criminal record check and vulnerable sector search, you may request a reassessment. Please send a written statement requesting a review of your file to the Manager, Provincial Programs, at the Alberta Child Care Staff Certification Office. Your file will be reviewed and you will be notified of the decision, in writing. This decision is final.

common questions

1. **Will my training be considered if it is not in Early Childhood Education and Development?**
   All training is reviewed and will be looked at on a course-by-course basis to see if the coursework compares to any of the subject areas outlined on the equivalencies chart on page 8 and must include early childhood content to be counted towards certification.

2. **Is related work experience used in the certification process?**
   No, the *Child Care Regulation* states that only educational training is considered towards certification. However, some Alberta public colleges do offer prior learning assessments that consider related work experience in lieu of coursework. Please contact your local public college for further information regarding prior learning assessments.

3. **What if my early childhood training is not from Canada?**
   The Alberta Child Care Staff Certification Office completes assessments for persons with ECE from other countries. Official transcripts must be translated into English and notarized for authenticity. The ECE coursework will only be considered if it is post-secondary (meaning after 12 years of primary/secondary schooling). Where primary/secondary schooling is less than 12 years, other coursework will be required (to add up to the 12 years) before a higher level of certification can be issued.

4. **How can I upgrade my certification to a higher level?**
   If you have been taking ECE courses or have new information to submit, please send updated official transcripts to the Alberta Child Care Staff Certification Office, and you will be sent a letter or new certificate if you qualify. Please include your registration number and current address when writing to us. You will also be required to send in a valid criminal record check, including a vulnerable sector search, prior to a new certificate being awarded.

5. **How long does it take to have my application assessed if I have submitted all required documentation?**

   If you attended a college or university in Canada, it can take up to 3 weeks. If you attended a college or university outside Canada, it can take up to 6 weeks.

exemptions

According to Alberta Child Care Regulation 180/2000 s27;146/2004; 168/2007

34 The Minister may, in writing, exempt a licence holder from any qualification requirement of section 27 or 29 in respect of a specific staff position if the Minister is satisfied that

(a) the licence holder has made every reasonable effort to fill the position with a qualified person; or

(b) the person selected to fill the position is engaged in the coursework necessary to obtain the qualification certificate otherwise required for the position.

Day care centres can request exemptions for specific staff members when the selected staff member is engaged in the early childhood coursework necessary to obtain the qualification certificate.

Day care centres can also request an exemption when the licence holder (or a representative) has made every reasonable effort to recruit a qualified person to the position without success. Proof of recruitment efforts may be requested by the Alberta Child Care Staff Certification Office. The exemptions are intended to be short-term (i.e., three months).

Exemptions will only be approved towards the person's next level of certification (e.g., a person with Level 0 will be eligible for a Level 1 exemption).

An "Exemption Request Form" (Form CS2458) must be completed by the day care operator and be co-signed by the staff person for whom the request is being made. If the staff member does not have a registration number, a completed Application for Certification must be submitted.

To apply for an exemption based on the inability to recruit trained staff, submit an exemption request form, a copy of the advertisement (which was run for at least two weeks) and a copy of the invoice to show payment for the advertisement.

To apply for an exemption based on staff taking ECE coursework necessary to obtain the next level of certification, the centre must submit an Exemption Request Form, proof of registration and proof of course completion (for ongoing exemption requests). Proof of registration must contain the name of the educational institution, the student name and student ID#, the name of the course and the start/end dates of the course.

A Level 1 exemption may be requested for staff without a certification level who are enrolled in an introductory ECE course or the Level 1 Orientation Course.

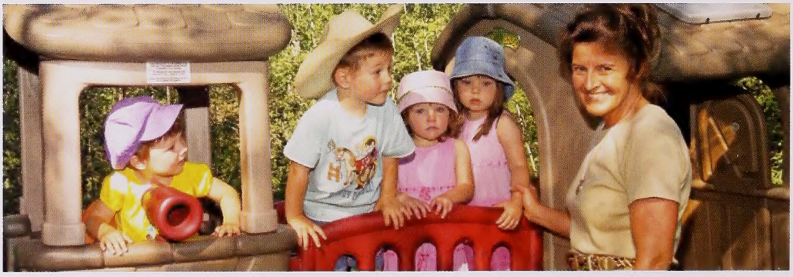
A Level 2 exemption may be requested for staff certified at Level 1 and are enrolled in an ECE course towards their Level 2 certification.

A Level 3 exemption may be requested for staff with Level 2 certification (or staff who certified at Level 1 **and** have completed at least two thirds of their first year ECE certificate program) and are enrolled in ECE coursework toward Level 3 certification.

pre/accreditation funding

FOR CERTIFIED STAFF

Alberta Children's Services offers paid certified staff working in eligible licensed day care centres or contracted family day home agencies, pre/accreditation funding to increase their wages over and above the rate paid by the employer. Professional development funding is also available to certified staff working in eligible day care centres and contracted family home agencies as a "home visitor". Certified staff must be employed by a licensed day care centre or contracted family day home agency that has met eligibility requirements, and has applied to become accredited or has been awarded official accreditation status through the Alberta Association for Early Learning and Care Services. Information on the rates and the types of funding available to staff are located in the "Alberta Child Care Accreditation Funding Program – Guide for Licensed Day Care Centres" and the "Alberta Child Care Accreditation Funding Program – Guide for Contracted Family Day Home Agencies" or online at www.child.gov.ab.ca/accred.



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certification guide

FOR CHILD CARE STAFF

contact information

Alberta Child Care Staff Certification Office
Alberta Children's Services
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9940 – 106 Street NW
Edmonton, AB T5K 2N2
Toll-free in Alberta: 310-0000 (SERVICE ALBERTA)
Fax: (780) 427-1258
Website: www.child.gov.ab.ca/staffquals

Alberta Child Care Staff Certification Information Line:
Toll-free: 1-800-661-9754
Edmonton and outside of Alberta: (780) 422-1119

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